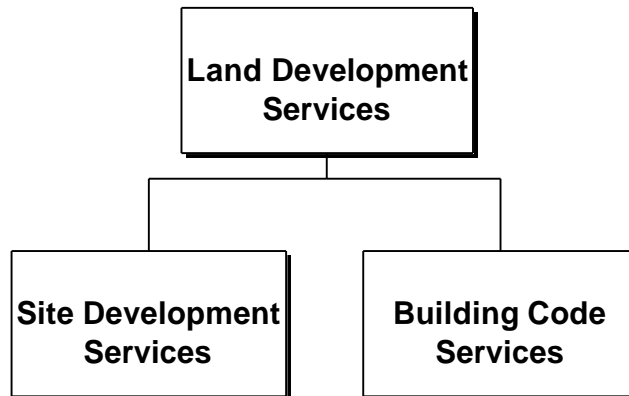


**DEPARTMENT OF PUBLIC WORKS
AND ENVIRONMENTAL SERVICES
LAND DEVELOPMENT SERVICES**



LAND DEVELOPMENT SERVICES

Agency Position Summary

Fund 001 (General Fund)

Public Safety	167	Regular Positions	/ 167.0	Regular Staff Years
Community Development	141	Regular Positions	/ 141.0	Regular Staff Years
Total Positions	308	Regular Positions	/ 308.0	Regular Staff Years

Position Detail Information

BUILDING CODE SERVICES

Technical Administration

1	Director
1	Deputy Director
1	Management Analyst III
1	Secretary II
1	Secretary I
5	Positions
5.0	Staff Years

Building Plan Review

1	Engineer IV
3	Engineers III
16	Engineers II
1	Chief Plumbing Inspector
1	Chief Electrical Inspector
1	Engineering Technician III
1	Engineering Technician II
1	Secretary I
2	Clerical Specialists
1	Engineering Aide
28	Positions
28.0	Staff Years

Permit Administration

1	Code Coordinator III
2	Code Coordinators II
1	Management Analyst IV
1	Management Analyst II
1	Secretary I
6	Positions
6.0	Staff Years

Permit Application Center

1	Engineering Technician III
2	Engineering Technicians II
13	Engineering Technicians I
1	Secretary I
17	Positions
17.0	Staff Years

Information Center and Licensing Section

1	Engineering Technician II
2	Clerical Specialists
3	Positions
3.0	Staff Years

Inspection Request and

Records

1	Office Service Manager I
6	Clerks II
1	Clerk Typist II
8	Positions
8.0	Staff Years

Site Permits

1	Engineering Technician III
4	Engineering Technicians II
1	Senior Engineering Inspector
2	Clerical Specialists
8	Positions
8.0	Staff Years

Residential Inspections

1	Inspections Branch Chief
20	Master Combination Inspectors
1	Senior Building Inspector
18	Combination Inspectors
6	Super. Combination Inspectors
1	Engineering Technician II
1	Engineering Technician I
2	Secretaries I
50	Positions
50.0	Staff Years

Commercial Inspections

1	Inspections Branch Chief
1	Engineering Technician I
2	Positions
2.0	Staff Years

Critical Structures

1	Engineer III
13	Engineers II
1	Chief Mechanical Inspector
1	Combination Inspector
1	Secretary I
17	Positions
17.0	Staff Years

Mechanical Inspections

1	Super. Combination Inspector
1	Master Combination Inspector
3	Senior Mechanical Inspectors
5	Positions
5.0	Staff Years

Electrical Inspections

1	Super. Combination Inspector
2	Master Combination Inspectors
3	Combination Inspectors
2	Senior Electrical Inspectors
1	Secretary I
9	Positions
9.0	Staff Years

Plumbing Inspections

1	Super. Combination Inspector
2	Master Combination Inspectors
4	Senior Plumbing Inspectors
1	Supervising Field Inspector
1	Secretary I
9	Positions
9.0	Staff Years

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Position Detail Information

SITE DEVELOPMENT SERVICES

Technical Planning and Analysis

1	Director
2	Deputy Directors
1	Engineer IV
2	Engineers III
1	Engineer II
2	Management Analysts II
1	Secretary II
1	Secretaries I
11	Positions
11.0	Staff Years

Environmental and Facilities Review

5	Engineers IV
11	Engineers III
21	Engineers II
2	Engineering Technicians III
8	Engineering Technicians II
1	Engineering Technician I
1	Engineering Aide
1	Office Service Manager I
2	Clerical Specialists
2	Secretaries I
54	Positions
54.0	Staff Years

Urban Forestry

1	Urban Forester IV
1	Urban Forester III
8	Urban Foresters II
10	Positions
10.0	Staff Years

Environmental and Facilities Inspections

1	Engineer IV
2	Engineers III
2	Engineers II
3	Engineering Technicians III
5	Engineering Technicians II
6	Supervising Engineering Inspectors
1	Asst. Super. Engineering Inspector
37	Sr. Engineering Inspectors
1	Code Enforcement Chief
1	Code Enforcement Complaint Coord. III
3	Code Enforcement Complaint Coord. III
1	Administrative Aide
1	Secretary I
1	Office Service Manager I
1	Clerical Specialist
66	Positions
66.0	Staff Years

LAND DEVELOPMENT SERVICES

Agency Mission

To ensure that land development and public and private facility construction conform to the Fairfax County Code and policies adopted by the Board of Supervisors, to provide for conservation of natural resources, and to ensure that buildings are constructed as required by the Virginia Uniform Statewide Building Code.

Agency Summary					
Category	FY 2000 Actual	FY 2001 Adopted Budget Plan	FY 2001 Revised Budget Plan	FY 2002 Advertised Budget Plan	FY 2002 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	294/ 294	298/ 298	308/ 308	308/ 308	308/ 308
Expenditures:					
Personnel Services	\$12,930,874	\$14,579,407	\$14,179,708	\$15,679,086	\$15,835,886
Operating Expenses	3,582,996	2,918,124	3,834,991	3,402,969	3,034,317
Capital Equipment	91,628	231,240	223,020	38,000	38,000
Subtotal	\$16,605,498	\$17,728,771	\$18,237,719	\$19,120,055	\$18,908,203
Less:					
Recovered Costs	(\$107,000)	(\$43,874)	(\$42,804)	(\$44,971)	(45,419)
Total Expenditures	\$16,498,498	\$17,684,897	\$18,194,915	\$19,075,084	\$18,862,784
Income:					
Permits/Plan Fees	\$10,741,523	\$11,069,488	\$10,533,104	\$10,332,608	\$10,332,608
Permits/Inspection Fees	17,078,121	15,522,141	16,746,754	16,427,982	16,427,982
Reimbursement for Recorded Tapes	3,845	0	0	0	0
Total Income	\$27,823,489	\$26,591,629	\$27,279,858	\$26,760,590	\$26,760,590
Net Cost to the County	(\$11,324,991)	(\$8,906,732)	(\$9,084,943)	(\$7,685,506)	(\$7,897,806)

Summary by Cost Center					
Category	FY 2000 Actual	FY 2001 Adopted Budget Plan	FY 2001 Revised Budget Plan	FY 2002 Advertised Budget Plan	FY 2002 Adopted Budget Plan
Community Development:					
Office of Site Development					
Services	\$0	\$8,406,406	\$8,768,189	\$9,292,695	\$9,184,998
Technical Administration	1,524,016	0	0	0	0
Bonds And Agreements					
Branch	639,402	0	0	0	0
Plan Processing	2,806,575	0	0	0	0
Urban Forestry	906,802	0	0	0	0
Site Inspections	1,858,694	0	0	0	0
Subtotal	\$7,735,489	\$8,406,406	\$8,768,189	\$9,292,695	\$9,184,998
Public Safety:					
Office of Building Code					
Services	\$0	\$9,278,491	\$9,426,726	\$9,782,389	\$9,677,786
Technical Administration	1,355,052	0	0	0	0
Building Plan Review	1,269,431	0	0	0	0
Permit Administration	1,405,615	0	0	0	0
Residential Inspections	2,203,578	0	0	0	0
Commercial Inspections	1,902,994	0	0	0	0
Existing Buildings	626,339	0	0	0	0
Subtotal	\$8,763,009	\$9,278,491	\$9,426,726	\$9,782,389	\$9,677,786
Total Expenditures	\$16,498,498	\$17,684,897	\$18,194,915	\$19,075,084	\$18,862,784

LAND DEVELOPMENT SERVICES

Public Safety Program Area Summary					
Category	FY 2000 Actual	FY 2001 Adopted Budget Plan	FY 2001 Revised Budget Plan	FY 2002 Advertised Budget Plan	FY 2002 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	165/ 165	165/ 165	167/ 167	167/ 167	167/ 167
Expenditures:					
Personnel Services	\$6,872,028	\$7,691,420	\$7,481,113	\$7,971,735	\$8,051,458
Operating Expenses	1,837,484	1,587,071	1,945,613	1,810,654	1,626,328
Capital Equipment	53,497	0	0	0	0
Total Expenditures	\$8,763,009	\$9,278,491	\$9,426,726	\$9,782,389	\$9,677,786
Income:					
Permits/Inspection Fees	\$17,078,121	\$15,522,141	\$16,746,754	\$16,427,982	\$16,427,982
Reimbursement for Recorded Tapes	3,845	0	0	0	0
Total Income	\$17,081,966	\$15,522,141	\$16,746,754	\$16,427,982	\$16,427,982
Net Cost to the County	(\$8,318,957)	(\$6,243,650)	(\$7,320,028)	(\$6,645,593)	(\$6,750,196)

Board of Supervisors' Adjustments

The following funding adjustments reflect all changes to the FY 2002 Advertised Budget Plan, as approved by the Board of Supervisors on April 30, 2001:

- The 1.0 percent cost-of-living adjustment approved by the Board of Supervisors, and previously held in reserve, has been spread to County agencies and funds. This action results in an increase of \$156,352 to Land Development Services. This amount consists of an increase of \$156,800 in Personnel Services and an increase of \$448 in Recovered Costs.
- A net decrease of \$368,652 as part of the \$15.8 million Reductions to County Agencies and Funds approved by the Board of Supervisors. This reduction includes a decrease of \$18,652 in professional development training as well as \$350,000 in mainframe charges based on a delay in rewiring of County agencies.

The following funding adjustments reflect all approved changes to the FY 2001 Revised Budget Plan from January 1, 2001 through April 23, 2001. Included are all adjustments made as part of the FY 2001 Third Quarter Review:

- Net savings of \$436,066 primarily in Personnel Services are associated with the Close Management Initiatives program. These savings are now available for reinvestment in other County initiatives.

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County Executive Proposed FY 2002 Advertised Budget Plan

Purpose

In FY 2000, efforts began to migrate the Department of Public Works and Environmental Services (DPWES) into a more adaptable organization that, among other things, would focus on the major lines of business: Stormwater, Wastewater, Solid Waste, Capital Construction, Facilities Management, and Land Development. The Land Development Services (LDS) line of business is comprised of the Office of Site Development Services and the Office of Building Code Services. LDS is responsible for ensuring that all development in Fairfax County meets the safety and health standards of all applicable codes, such as the Virginia Uniform Statewide Building Code (VUSBC) and County ordinances in the Code of the County of Fairfax, Virginia. The new organization allows these two cost centers to share many of the same resources, such as applicant pools during recruitment and training.

Office of Building Code Services

While OSDS is responsible for processing and reviewing all site plans and inspecting developing sites, the Office of Building Code Services is responsible for the plan review permitting and inspection of new and existing buildings. The mission of the Office of Building Code Services (OBCS) is to ensure that all building construction in Fairfax County meets the safety and health standards of the *Virginia Uniform Statewide Building Code* (VUSBC) and County ordinances. The Office Director serves as the Fairfax County Building Official as defined by the *Code of Virginia*. OBCS accomplishes its mission by reviewing building plans, performing building, mechanical, electrical and plumbing inspections, and issuing permits and home improvement contractors' licenses. In addition, OBCS, in conjunction with the DPWES Training Center, provides technical training and conducts customer outreach programs to help property owners, builders, and contractors meet land development and building code regulations.

Office of Site Development Services

The mission of the Office of Site Development Services (OSDS) is to ensure that land development and public and private facility construction conform to the Code of the County of Fairfax, Virginia and to policies adopted by the Board of Supervisors with respect to the integrity of new public infrastructure, control of erosion and sedimentation, drainage and stormwater, tree conservation, protection of public waters, and the investigation and resolution of building and site code violations.

In FY 2000, the reorganization allowed OSDS to provide greater attention to code revisions, delegate authority to the lowest practicable level, eliminate management layers, and improve customer access and advocacy. Although the reorganization has been implemented, the redesign process within OSDS continues. OSDS is currently reviewing its policies and processes to identify and implement recommendations for improved service.

The Environmental and Facilities Review Division of OSDS processes and reviews site and subdivision plans, record plats, studies, waivers and modification requests, and coordinates the review with other planning and development agencies. As open space continues to diminish, more development is taking place in previously avoided locations, such as in problem soils, in proximity to floodplains, and in densely developed neighborhoods. This in-fill development is more difficult to design and review than large tracts of open space, and continued refinements of the review process are underway in order to maintain current time frames for the review of plans. As part of the cooperative effort with the Engineers and Surveyors Institute (ESI), Inc., a public/private professional organization that represents the engineering industry, this agency continuously seeks improvements in the quality of plan submissions and expeditious plan reviews.

The Code Enforcement Division of OSDS investigates alleged site and building code violations, pursues voluntary code compliance, and mediates and resolves construction issues between homeowners and contractors and builders. When violations persist, construction work is undertaken without permits, or contractors are unlicensed, Division staff seeks prosecution or the appropriate remedies as allowed by law.

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Key Accomplishments

Office of Building Code Services

- ◆ During FY 2000, in spite of a 24.0 percent increase in the number of building permits issued over FY 1999 and a 21.6 percent increase in the volume of construction authorized, issued 55.3 percent of all permits on the day of application, issued 93.0 percent of all permits in less than 30 days and performed 95.9 percent of all inspections on the same day as requested.
- ◆ Sponsored the Fairfax County Forum on Technology for Streamlining Land Development and Permit Processes which brought together close to 80 construction industry stake-holders representing builders, developers, contractors, regulators from federal, state and local governments, as well as permit software developers and research and development institutions. The Forum explored the feasibility of developing and installing in Fairfax County as a flagship site, a model permitting system which incorporates the most advanced software products.

Office of Site Development Services

- ◆ Continued enhancements to the computer system supporting the land development process, Land Development System (LDS), to leverage new technologies as a means of improving the plan development process. Implemented the "reports and queries" module of the Plan and Waiver System (PAWS) component of LDS. Placed LDSnet on the Internet at www.co.fairfax.va.us/ldsnet. Through LDSnet, customers and citizens can retrieve information on site development-related plans and studies. In addition to enhancement of the PAWS system, OSDS will continue to contribute staff and resources to the Department of Public Works and Environmental Services' Web Team.
- ◆ Completed work on a dual-unit PFM scheduled for public hearings before the Board in December 2000. The dual-unit PFM will aid designers as they transition from the past requirement for preparation of plans using metric units to the option of using English or metric units, and will provide staff with the ability to review both English and metric plans now and in the future.
- ◆ In FY 2000, implemented organizational improvements to enhance the inspection component of the County's erosion and sediment control program, tree preservation efforts, stormwater management facility construction, and the bond release and default process. Developed a comprehensive erosion and sediment control training program for staff, private sector, and development community. In FY 2001, seven additional Senior Engineering Inspector positions were approved by the Board of Supervisors to assist Environmental and Facilities Inspection Division (EFID) in meeting state-mandated erosion and sediment control inspection requirements.
- ◆ Established an environmental hotline to better respond to the concerns of citizens. The environmental hotline is available for citizens seeking information on environmental issues or to report possible environmental infractions such as improperly functioning erosion and sediment controls on new development sites.
- ◆ Studied and reported to the Board of Supervisors on "Tree Transplanting on Development Sites: Benefits, Methods, and Keys to Success."

FY 2002 Initiatives

Office of Building Code Services

- ◆ Preparation of systems requirements for a state-of-the-art model permitting system and selection of vendors who would develop such a system at no cost to Fairfax County, based on the anticipated ability to market and sell such a system elsewhere. Ultimately, the model system will allow electronic, paperless submission and processing of all construction documents from the applicants' desktops and automatically route all documents to appropriate review agencies, based on the project's characteristics and allow the applicant to monitor the progress of reviews by various agencies. The

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first phase of the system will include replacement of the current legacy system and creation of an e-permitting program.

- ◆ Expansion of the scope of services provided by public counters and improving the quality of customer service.
- ◆ Initiation of a comprehensive, technical training effort for building plan review, permits, and inspection staff.
- ◆ Such an effort will be necessary for the successful transition from a regional to an international model code anticipated for FY 2002. Initiation of a comprehensive in-service training for all OBCS staff focusing on customer service and professional development.
- ◆ Implementation of a computer system enhancement program allowing contractors to schedule inspections on the Internet.

Office of Site Development Services

- ◆ Development and implementation of a new office space configuration to support the new organization and improve customer service. One objective is to consolidate the majority of the Office's intake functions in one location. Currently, customer assistance for submitting construction plans, bond applications, requesting microfilmed records, etc. is provided at three separate counters.
- ◆ Implementation of an automated filing system, to improve the integrity of correspondence and microfilm files associated with site plans and improve the level of service provided to customers seeking information and copies of plans.
- ◆ Development of additional on-line service for customers, by providing, among other things, an on-line Public Facilities Manual (PFM) and an interactive site plan process.

Performance Measurement Results

The Land Development Services (LDS) mission statement addresses land development, public and private facility construction, and building construction. Specifically, staff monitors these activities for compliance with State and County codes. The performance measures including plans reviewed, projects bonded, permits issued, inspections performed, and violations received, are directly linked to land development as impacted by the economy. Future accomplishments and achievement of performance targets are also linked to the economy. If LDS experiences an acceleration in workload, the target will be surpassed. If there is a decrease in the workload, the targets will not be met.

Funding Adjustments

The following funding adjustments from the FY 2001 Revised Budget Plan are necessary to support the FY 2002 program:

- ◆ An increase of \$594,140 in Personnel Services associated with salary adjustments necessary to support the County's compensation program.
- ◆ An increase of \$198,150 for Information Technology infrastructure charges based on the agency's historic usage and the Computer Equipment Replacement Fund (CERF) surcharge to provide for the timely replacement of the County's information technology infrastructure.
- ◆ A net decrease of \$149,754 in Operating Expenses primarily reflecting one-time expenditures included in the FY 2001 funding level as part for the FY 2000 Carryover Review.
- ◆ Capital Equipment funding of \$38,000 is included for the replacement of a microfilm reader/printer which is essential to the agency given the volume of records that must be accessed in a timely manner.

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The following funding adjustments reflect all approved changes to the FY 2001 Revised Budget Plan since passage of the FY 2001 Adopted Budget Plan. Included are all adjustments made as part of the FY 2000 Carryover Review and all other approved changes through December 31, 2000:

- ◆ Encumbered carryover of \$103,209 in Operating Expenses.
- ◆ Unencumbered carryover of \$236,102 including \$232,006 in Operating Expenses and \$4,096 in Capital Equipment due to unexpended Close Management Initiatives (CMI) savings.
- ◆ Funding of \$606,773 and 9/9.0 SYE positions are transferred from DPWES Business Planning and Support to DPWES Land Development Services as part of the DPWES reorganization to more accurately reflect the duties performed by these positions.
- ◆ The County Executive approved a redirection of positions, resulting in an increase of 1/1.0 SYE position for this agency. The Management Analyst II is required to assist with the Inspection Services Information System (ISIS) replacement project.

Objectives

- ◆ To provide inspection service on the day requested in 96.0 percent of the time, while ensuring that 0.0 percent of buildings experience catastrophic failure as a result of faulty design.
- ◆ To issue not less than 60.0 percent of building permits on the day of application, while ensuring that 0.0 percent of buildings experience catastrophic failure as a result of faulty design.

Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1998 Actual	FY 1999 Actual	FY 2000 Estimate/Actual	FY 2001	FY 2002
Output:					
Building inspections	242,493	257,713	275,000 / 281,173	280,000	280,000
Permits issued	85,491	89,728	89,000 / 97,407	95,000	95,000
Efficiency:					
Inspections completed per inspector	4,042	4,140	3,985 / 4,075	4,058	4,058
Permits issued per technician	6,576	7,275	7,416 / 8,117	7,916	7,916
Service Quality:					
Percent of inspections completed on requested day	98%	96%	NA / 97%	96%	96%
Percent of permits issued on day of application	61%	57%	NA / 55%	60%	60%
Outcome:					
Percent of buildings experiencing catastrophic system failures as a result of building design	0%	0%	0% / 0%	0%	0%